

## **EXHIBIT MM**

**Draycott Employee Performance  
Evaluation 2007,  
HOU00007002-7005**

# HOUSTON FIRE DEPARTMENT

## CLASSIFIED EMPLOYEE

### PERFORMANCE EVALUATION



#### FIREFIGHTER

103.3

<b>EMPLOYEE NAME:</b>	Draycott	J. (Middle)
<b>PAYROLL NUMBER:</b>	(Last)	DEPARTMENT ORG #:
<b>DEPARTMENT:</b> FIRE	12	COMMAND:
<b>RATING PERIOD:</b>	4-28-07 thru 8-14-07	Emergency Operations
<b>REASON FOR RATING:</b> (Mark Only One)	Annual	Promotional
	X	Unscheduled

<u>Rating</u>	<u>Rating Value</u>	<u>Rating Description</u>
Outstanding	5	Exceeds established performance standards and regularly produces superior results or makes major contributions to the organization
Strong	4	Exceeds established performance standards by adding significant value to the job
Effective	3	Performance is effective and consistently meets established standards
Needs Improvement	2	Performance occasionally meets job standards but needs improvement
Unacceptable	1	Consistently fails to meet performance standards, performance is unacceptable

#### EMERGENCY OPERATIONS:

1. **FIREGROUND OPERATIONS:** Performs, as required, forcible entry, rescue, fire extinguishment, ladder raises, ventilation, salvage/overhaul, etc. This performance factor may also include incidents such as Hazmat Response (preventing container failure, containing/neutralizing hazards, protecting exposures, etc.), Technical Rescue (high-angle, swift-water, confined space, trench rescue, etc.), and Airport Rescue (evacuations, multi-casualty incidents, foam-firefighting, etc.).

*Reason for Rating and Performance Suggestions:*

Rating 3

2. **FIRST RESPONDER FUNCTIONS & RESPONSIBILITIES:** Provides support to the pre-hospital emergency medical care of the sick and injured to the level of their training as per HFD guidelines.

*Reason for Rating and Performance Suggestions:*

Rating 3

3. **SPECIAL INCIDENTS:** Effectively responds to hazardous materials scenes, natural disasters, extrications, high rise rescues, utility emergencies, public service calls, etc.

*Reason for Rating and Performance Suggestions:*

Rating

3

4. **JOB & TECHNICAL KNOWLEDGE:** Demonstrates knowledge of standard operational guidelines, concepts, and techniques related to specific job functions through appropriate application of knowledge.

*Reason for Rating and Performance Suggestions:*

Rating

2

Draycott own several occasions was unable to demonstrate job related knowledge concepts and techniques related to her job as an ARFF.

See supervisor commits below.

5. **SAFETY:** Follows Safety Guidelines, wears/uses protective equipment or clothing. Works in a manner so as not to endanger others or risk damage to City or citizens' property.

*Reason for Rating and Performance Suggestions:*

Rating

3

#### **NON-EMERGENCY OPERATIONS:**

6. **OPERATIONAL READINESS:** Maintains high level of personal appearance, inventories/inspects firefighting tools/medical equipment. Communicates pertinent information to relief person. Performs maintenance/watch office duties, company drills, inspections of fire hydrants, etc.

*Reason for Rating and Performance Suggestions:*

Rating

3

7. **ATTENDANCE & PUNCTUALITY:** Reports to work as scheduled. Gives advance notice for scheduled absences. Unscheduled absences are reasonable and not excessive. Arrives on schedule for meetings, appointments, and classes.

*Reason for Rating and Performance Suggestions:*

Rating

3

8. **COMMUNICATION:** Communicates and interacts effectively, verbally and in writing, with members, officers, and citizens. Recognizes and follows chain-of-command.

*Reason for Rating and Performance Suggestions:*

Rating

3

9. **INTERPERSONAL SKILLS:** Ability of a member to professionally represent HFD while performing his/her assigned duties with co-workers and the public in general.

*Reason for Rating and Performance Suggestions:*

Rating

2

See Supervisor commits below

**OVERALL APPRAISAL RATING:** Follow Steps 1 through 4.

**1. Emergency Operations**

Total Rating 14 divide by 5 = 2.8 multiply by a weight of 2 = 5.6 (A)

**2. Non-Emergency Operations**

Total Rating 11 divide by 4 = 2.75 (B)

3. Add (A) and (B).

4. Divide by 3.

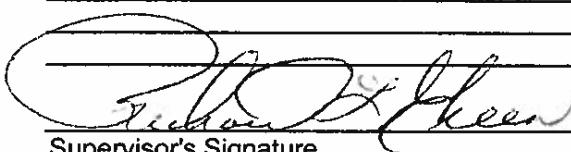
Outstanding	4.40 - 5.00
Strong	3.70 - 4.39
Effective	3.00 - 3.69
Needs Improvement	2.00 - 2.99
Unacceptable	1.99 or less

OVERALL  
APPRaisal  
RATING

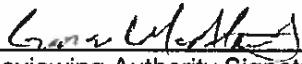
**2.78**

Supervisor's Comments: The reason for this unscheduled evaluation is because I transferred to station 99 D effective 8-14-2007. I told her on several occasions that she needed to spend more time training and drilling on the apparatus in the station. I wrote on her Form 42 relating to an emotional issue concerning her job performance. She started crying when I was inquiring about her job knowledge.

Suggestions for Career Development: \_\_\_\_\_

	Captain	[REDACTED]	11/26/2007
Supervisor's Signature	Rank	Employee #	Date of Signature
	Senior Captain	[REDACTED]	11/28/07
Supervisor's Signature	Rank	Employee #	Date of Signature

Reviewing Authority Comments: \_\_\_\_\_

	District Chief	[REDACTED]	12/14/07
Reviewing Authority Signature	Rank	Employee #	Date of Signature

Employee Comments: \_\_\_\_\_

Employee acknowledgement: I certify that I had the opportunity to write comments on this evaluation and that it has been discussed with me. My signature indicates only that I have read, reviewed, and received a copy of this evaluation. My signature does not necessarily indicate that I agree with the evaluation.



14 Dec 07

Date of Signature